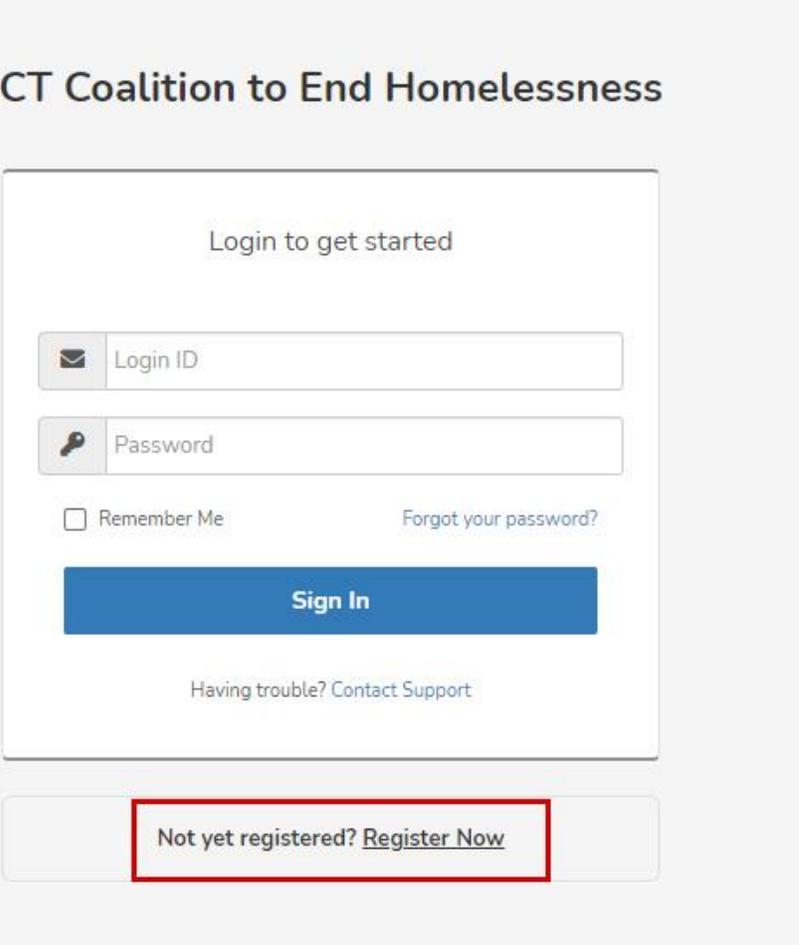# Quick Start Guide to Data Intake Within the CCEH Progressive Web App

URL: cceh.webauthor.com

Creating an Account / Logging In

1) If you do not yet have a user account, click the blue "Register Now" link below the login fields.

2) You will be prompted to enter your First Name, Last Name, and E-mail address.

3) An e-mail will be sent to your provided e-mail address with a temporary password.

4) On the main login screen at cceh.webauthor.com, Enter your e-mail address used during account creation and the temporary password that was sent to you in your e-mail.

5) Upon logging in for the first time, you will be prompted to agree to the Terms of Use. Click the blue "I agree" button.

6) Next you will be prompted to update your password, enter your new password and type it again to confirm. This will be the password you use when logging in from this point forward.

Note: Please remember to use a secure password that cannot be easily guessed or socially engineered from any of your social media profiles. It is critical when dealing with personally identifiable information to keep your account as secure as possible.

Selecting the Program

1) After logging in, you will be on the main Welcome screen of the application which will have two buttons "My Profile" and "Street Outreach".
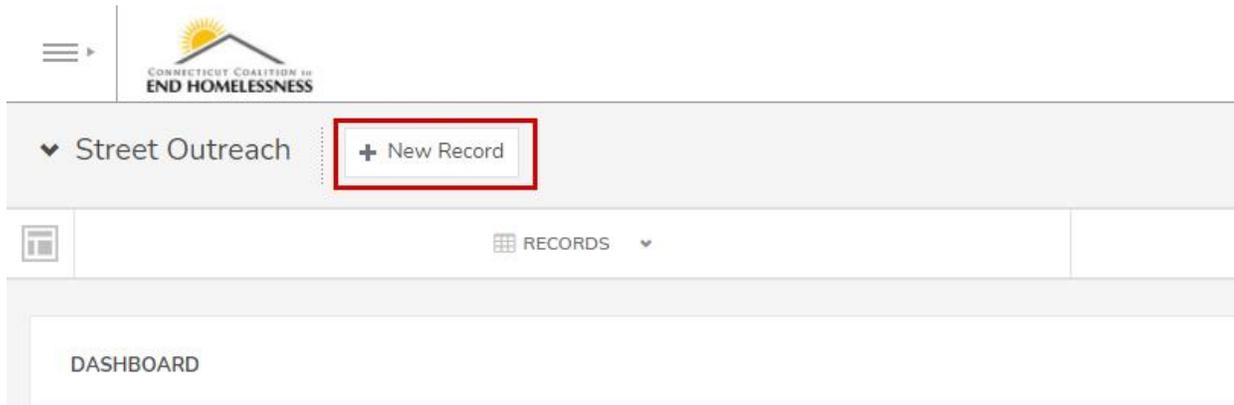
Welcome John!
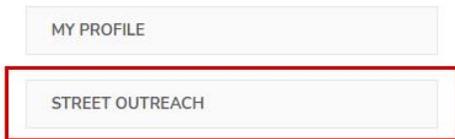
MY PROFILE

STREET OUTREACH

2) Select "Street Outreach" to continue to the program dashboard.

Creating a Record (Intaking Applicant Data)

1) Click the "New Record" button to pull up a blank application form for a new intake.

CONNECTICUT COALITION to
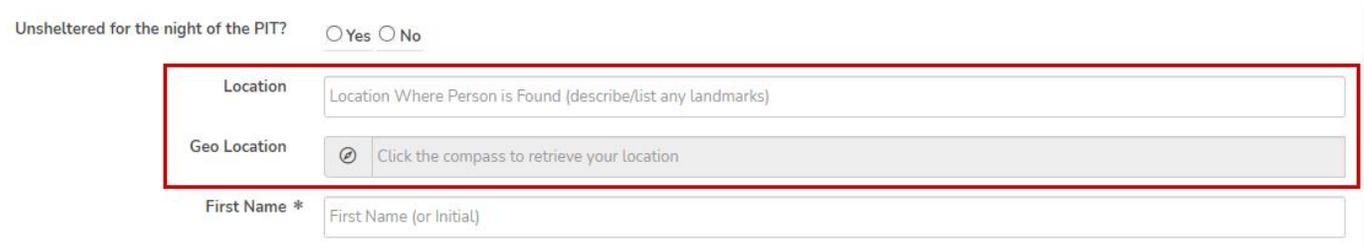END HOMELESSNESS

❤ Street Outreach   ✛ New Record

⊞ RECORDS   ˅

DASHBOARD

2) Fill the form out thoroughly from top to bottom based on applicant responses, making sure to enter responses into the required data fields indicated with an asterisk (*).

Note: One new feature in this application is the Location / Geolocation fields.

Unsheltered for the night of the PIT?   ◯ Yes ◯ No

Location   Location Where Person is Found (describe/list any landmarks)

Geo Location   ⊘ Click the compass to retrieve your location

First Name *   First Name (or Initial)

Location: This is a field for details about the location (ex: Behind the Corner Store).

Geolocation: Clicking the compass icon will automatically insert the nearest street address into the field based on your device's location.

3) At the end of the application there is a block for "Family & Dependents". Clicking the blue "Add More" button will bring up additional fields for you to enter any information about any family members the applicant may have with them. If you accidentally click the button or create a new family member in error, clicking the red "Delete" button on the right hand side of the block will remove that family member's information.
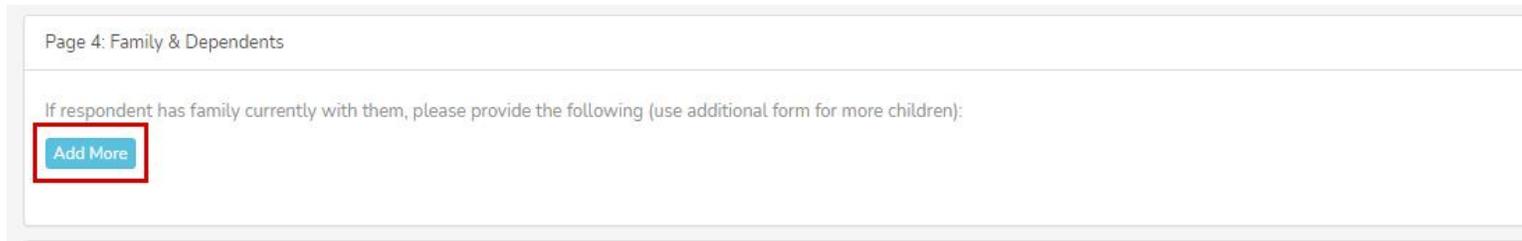
4) The very final section "After Saving Go To" is what you would like to see after saving the application.
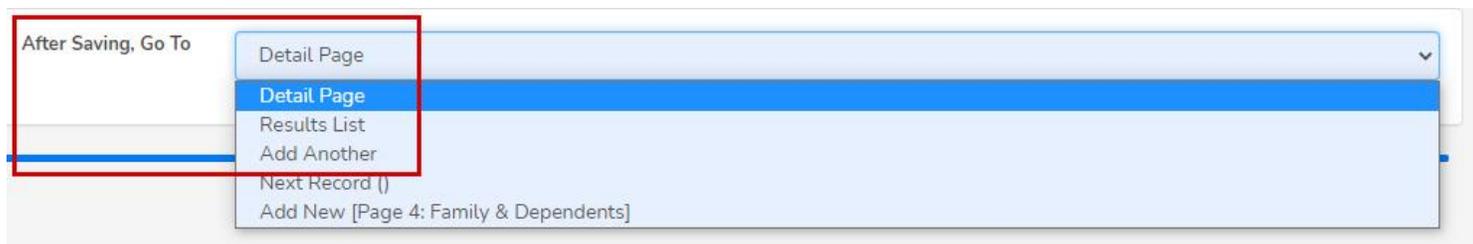
Detail Page – Will show you a summary of the information you just entered for the applicant.
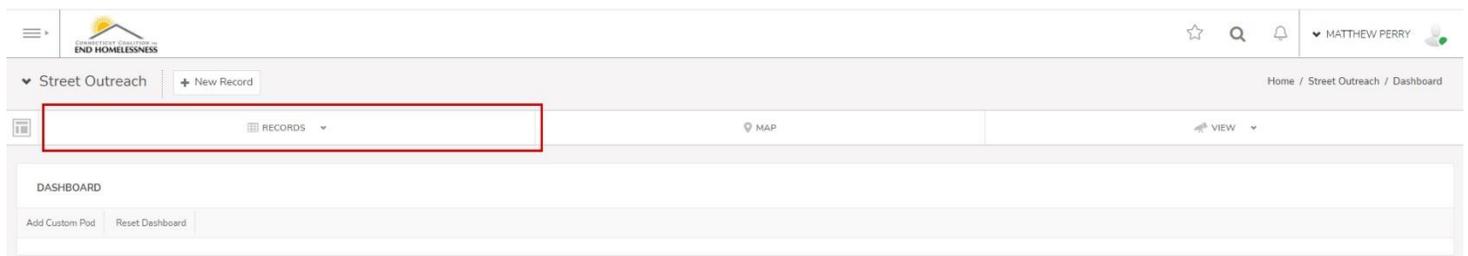
Results List – Is a list of all current applicant information that you have taken in.

Add Another – Will pull up another blank form so that you can immediately begin another intake.

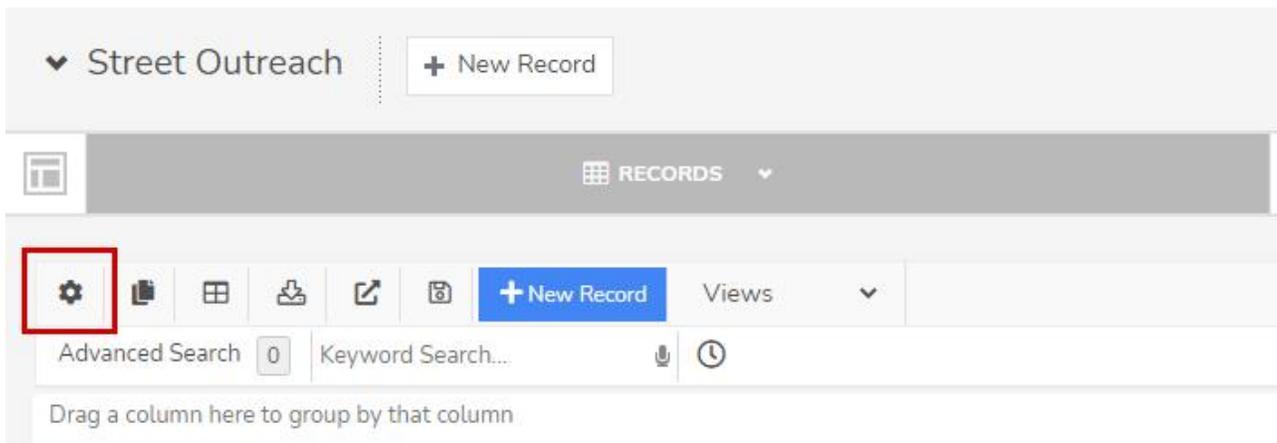5) Click the blue "Save" button to save the applicant data record.

Viewing Your Intake Records

1) Click "Records" from the dashboard menu.

Note: The dashboard will initially be empty. You will need to set it up based on the specific applicant data fields you wish to see.

2) Click the Gear / Cog icon on the far left of the icon menu to go into "Settings".

3) Under "Column / Field Settings" you can individually check off which fields you want to see in your record list across all your applications. For example, checking First Name, Last Name, and Date of Birth will organize your intake records into a table that only shows those three data points.
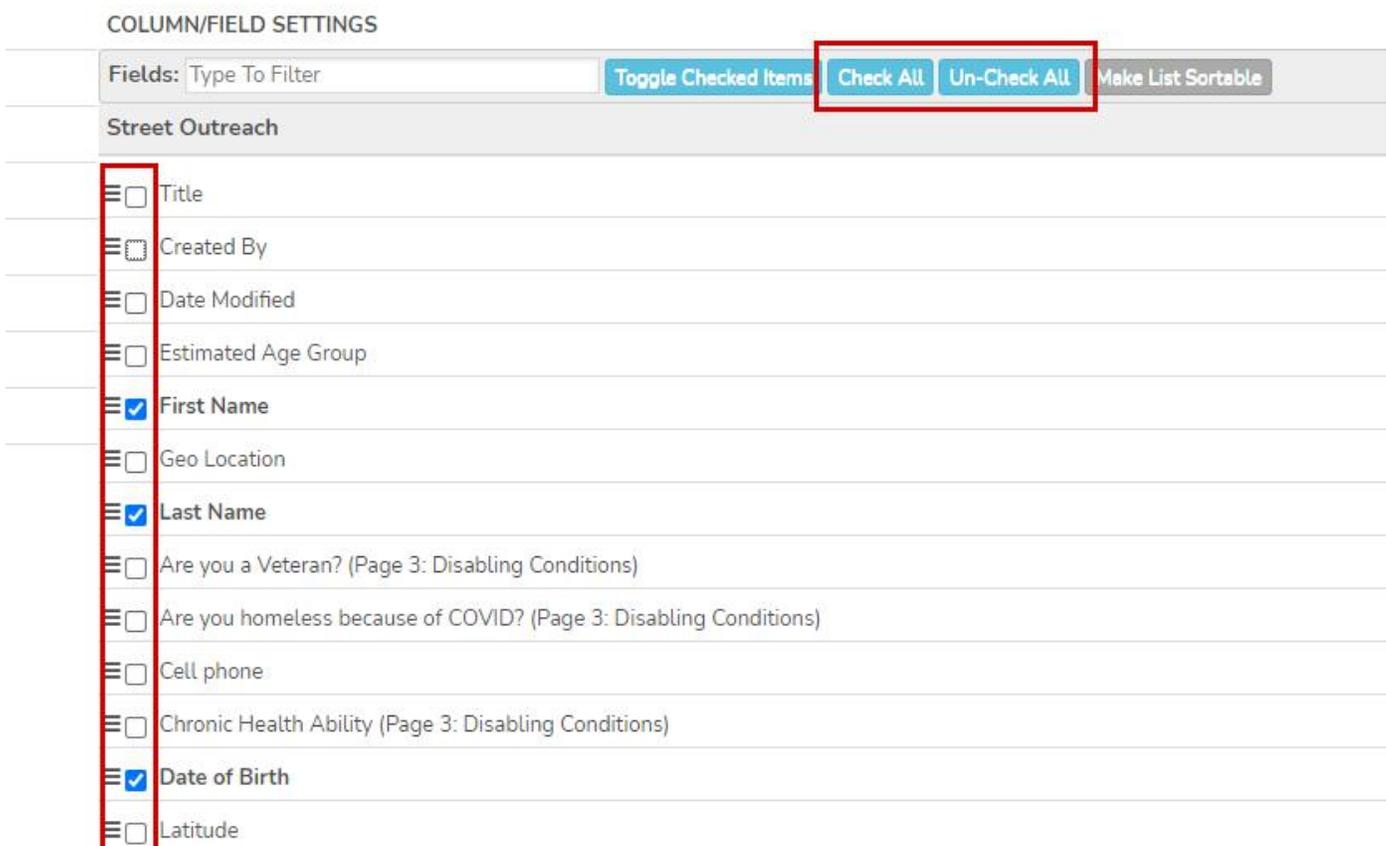
Note: There is a blue "Check All" button which will select all of the available fields for you.

4) Click the blue "Update" button at the bottom of that popup window.

5) Your records will now become visible to you in the Records dashboard.

6) Clicking the blue, "View" button to the left of an individual record will pull up the detailed summary overview of that record.

Note: You will only see your own intake data.

Logging Out

1) In the upper right-hand corner of the application, click on your name with the down arrow next to it.
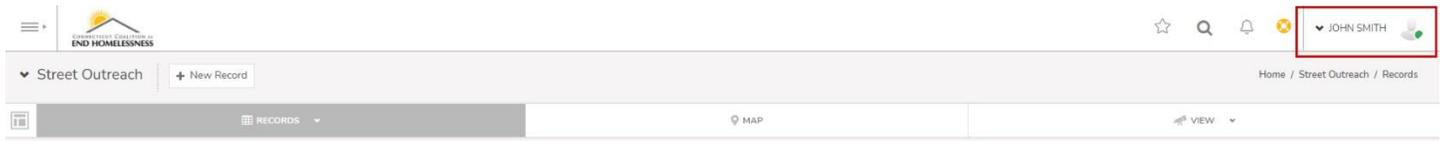
2) Click the "LOG OUT" menu item at the very bottom of the menu.

3) You are now logged out of the application.